

The SOL Web-Based Technology Initiative

HIGH SCHOOL READINESS CERTIFICATION STAGE 2



**Please review the accompanying document entitled
Completing Stage 2 High School Certification.**

The document provides an explanation of how to complete
the Stage 2 Certification.

If you do not have that document, it may be downloaded
as an AdobePDF file from the Internet by clicking on the icon below:



[Stage 2 Directions](#)

HIGH SCHOOL READINESS CERTIFICATION STAGE 2

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your completed document for
submission.](#)

To achieve the Stage 2 High School Certification, the following steps must be completed:

(please check or "X")

- ☒ 1) The Stage 1 Self-Certification Checklist has been successfully completed and submitted.
- ☒ 2) The school division's Director of Testing, Director of Technology, and SOL Technology Initiative Project Manager...
 - a) have collaborated to determine the planned number of concurrent, online End-of-Course SOL tests to be administered at each high school and within the division.
 - b) have completed the "Test Window Calculations" worksheet with these planned numbers of concurrent, online tests to be administered.
 - c) agree on the feasibility of the length of the online testing window needed to conduct the planned number of online End-of-Course SOL tests.
- ☒ 3) The school division has successfully conducted network load testing for the planned number of concurrent, online End-of-Course SOL tests to be administered at each high school and within the division. Potential methods of load testing include utilizing the Load Test Software or the Training Test. (See the DIRECTIONS PAGE below for specific information)

Upon successful completion and submission of this Stage 2 High School Readiness Certification, school divisions may make eligible purchases against the Series II, Spring 2002 notes for technology equipment needed to prepare middle schools for participation in the Web-based SOL Technology Initiative.

Stage 3 Certification:

Before conducting live, online SOL Testing, school divisions will be asked to complete a "Stage 3 Certification: A 96-hour Preparedness Checklist". This checklist will consist of items needing to be verified by the school division not more than 96 hours prior to the test administration in order to ensure test preparation and network stability for the current testing window. This 96-hour checklist is included in the Division Director of Testing's online testing supplement and should be referred to before every online testing administration (Spring, Summer, and Fall). School divisions are NOT required to return the completed Stage 3 Certification document to the Department of Education.

Test Window Calculations Worksheet

School Division: Sample School Division
School Division Number: 000

CALCULATED AUTOMATICALLY:
The number of days needed to complete online testing in each high school using the parameters entered.

School Number	High School	Maximum Number of Computers to be used for Online Testing	TOTAL Number of End-of-Course Tests to be Administered Online	Number of Test Administrations Scheduled per Day	Number of Days Needed for Online Testing
999-0001	Small High School A	60	595	2	5.0
999-0002	Medium High School B	75	1205	2	8.0
999-0003	Medium High School C	60	890	2	7.4
999-0004	Large High School D	170	4986	3	9.8
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A
N/A	N/A			#N/A	#N/A

School Division Totals	
Total Number of End-of-Course Tests to be Administered Online	7676
Number of Computers Available Concurrently for Online Testing	365

High School Verification Worksheet

The network load from the **Maximum Planned Number of Concurrent Tests to be Administered** at each high school must be simulated by utilizing the Load Test Software **OR** by conducting that number of concurrent Training Tests at each high school **OR** by having NCS Pearson conduct the Alternative Certification procedures.

This number is transferred directly from the previous worksheet. It represents the maximum number of computers used and also the planned **maximum number** of online tests administered in **each HIGH SCHOOL** at any given time.

Check or "X" the method(s) used:

Only one method of load testing is required; however, the Load Test Software may be combined with the Training Test in order to conduct high school load testing.

School Number	High School	The Maximum Number of Computers to be used for Online Testing, ALSO , The Maximum Number of <u>Concurrent</u> Tests to be Administered at each High School.	Successfully Load Tested with LOAD TEST SOFTWARE for the Maximum Planned Number of Concurrent Tests to be Administered	Successfully Load Tested with the TRAINING TEST for the Maximum Planned Number of Concurrent Tests to be Administered	Alternative Certification was conducted by NCS Pearson	Date of Completion
999-0001	Small High School A	60	X			6/5/02
999-0002	Medium High School B	75	X			6/5/02
999-0003	Medium High School C	60	X			6/5/02
999-0004	Large High School D	170	X	X		6/5/02
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				
N/A	N/A	0				

Division Verification Worksheet

The network load from the **Maximum Planned Number of Concurrent Tests to be Administered within the school division** must be simulated by utilizing the Load Test Software **OR** by conducting that number of concurrent Training Tests **simultaneously at all** high school(s) **OR** by having NCS Pearson conduct the Alternative Certification procedures.

**Maximum Planned Number of
Concurrent Tests to be
Administered within the Division**

365

CALCULATED from data on the Test Window Calculations Worksheet. Represents the **maximum number** of online tests administered in the **DIVISION** at any given time.

Check this to indicate high schools were load tested simultaneously with the Load Test Software.

AND / OR

Check this to indicate high schools were load tested simultaneously with the Training Test.

AND / OR

Check this to indicate high schools were load tested as part of the NCS Pearson Alternate Certification Process

X

Date Completed

06/05/02

X

Date Completed

06/05/02

☐

Date Completed

Check or "X" the method(s) used

The above number of concurrent tests was demonstrated to be possible on the division network using the Load Test Software.

The above number of concurrent tests was demonstrated to be possible on the division network using the Training Test.

The above number of concurrent tests is feasible given the recommendations of the NCS Pearson Alternative Certification process.

Only one method of load testing is required; however, the Load Test Software may be combined with the Training Test in order to conduct division-wide load testing.

STAGE 2 HIGH SCHOOL READINESS CERTIFICATION Signature Page

The signatures below acknowledge the collaboration of the Director of Testing, Director of Technology, and the SOL Technology Initiative Project Manager in determining and agreeing upon the equipment to be used for online testing, an estimated number of online End-of-Course tests to be administered, and the calculated testing window, or number of days, needed to complete that number of tests.

(Note: In the case of overlapping responsibilities, individuals may sign below more than once.)

School Division Name:

Sample School Division

School Division Number:

000

Superintendent Signature:

_____ Date: _____

Division Director of Testing Signature:

_____ Date: _____

Division Technology Director Signature:

_____ Date: _____

SOL Technology Initiative Project Manager Signature:

_____ Date: _____

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your completed document for
submission.](#)

Please submit a hard copy (all pages and original signatures) of these STAGE 2 Certification documents to the Department of Education. All signatures are required.

(Note: In the case of overlapping responsibilities, individuals may sign above more than once.)

Please keep a photocopy of the signed, original documents for your records, and mail the signed original documents to:

Jean Gray
Virginia Department of Education
Office of Information Technology, 22nd Floor
P.O. Box 2120
Richmond, VA 23218

Also, please attach an electronic copy of the Excel workbook to an e-mail message and send it to the following e-mail address:

jeangray@mail.vak12ed.edu